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Approved For Release 2000/08/22 : CIA-RDP61-00274A000100180013-4

ROD PROCEDURE

TRANSACTIONS & RECORDS BRANCH		DISPENSARY	I&SO PHYSICAL SECURITY BRANCH	OPERATING DIVISION
TRANSACTIONS	RECORDS			
1. Applicant reports for duty and directed to report to Dispensary for physical examination -xOx- 7. Applicant completes: a. Appointment Affidavits, Std. Form 61 b. Personnel Information (quad) Form 37-6 c. Service Record Information, Form 37-4 d. Personal Status Report, Form 38-17 e. Changes to PHS (dup) f. Applicant Data, Form 37-49 g. Personnel Data, Form 37-50 h. Withholding Statement, Form W-4 i. Form 51-104 on people going overseas j. Form 51-105 on UV personnel assigned to Wash., D. C. k. Residence and Dependency Report		2. Physically examines applicant	3. Photographs 4. Fingerprints 5. Secures secrecy agreement 6. Furnishes temporary identification (if V and in ORC, reports to Military Personnel Branch for interview)	

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1. Retirement Card Form 2806
8. Applicant reads and initials letter of welcome
9. UV employees escorted to Overseas Br. for credit reference and cover story. If in ORC, interviewed for status
10. If travel of applicant to Wash. involved, applicant escorted to travel section (UV only)

-xOx-

12. Std. Form 50 cut on V employees; Effective date entered on Form 37-1 for UV employees
13. PPI records established
14. Efficiency rating records established
15. Form 37-1 distributed
16. Signatures obtained for Std. Form 50
17. Std. Form 50 distributed
18. Form 37-123 prepared to cancel requisition
19. File on employee sent to Records

20. Name of new employee inserted in P/I
21. Records clerk notes EOD
22. All papers of applicant placed in permanent file.

11. Receives new employee

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MAR 51 - PDC

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